

Broads Authority

12 May 2023 Agenda item number 11

Financial performance and direction

Report by Director of Finance

Purpose

This report provides a strategic overview of current key financial issues and items for decision.

Broads Plan context

Financial performance underpins all the strategic objectives of the Broads Plan.

Recommended decision

- i. That the income and expenditure figures and the draft year end position be noted.
- ii. That the recommended carry forward request in 8.2 be approved and added to the 2023/24 budget as additional expenditure.

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1. Introduction

1.1. This report covers two items, the draft Consolidated Income and Expenditure from 1 April 2022 – 31 March 2023 and the recommended carry forward request.

2. Overview of actual income and expenditure

Table 1

Actual consolidated income and expenditure by directorate to 31 March 2023

Directorate	Profiled latest available budget £	Actual income and expenditure £	Actual variance £
Income	(7,175,468)	(8,712,273)	+ 1,536,805
Operations	4,766,344	4,365,766	+ 400,578
Strategic Services	1,691,702	1,654,836	+ 36,866
Finance & Support Services	1,659,775	3,040,774	- 1,380,999
Projects, Corporate Items and Contributions from Earmarked Reserves	(514,869)	(32,416)	- 482,453
Net (Surplus) / Deficit	427,484	316,687	+ 110,797

- 2.1. Core income is above the profiled budget at the end of month twelve. The overall position as at 31 March 2023 is a favourable variance of £110,797 or a 25.9% difference from the profiled LAB. This is principally due to:
 - An overall favourable variance of £1,536,805 within income:
 - National Park Income is £1,370,513 above the budget due to the receipt of the capital grant monies and the additional core funding received at year end from DEFRA.
 - Hire Craft is £18,264 above the budget.
 - Private Craft is £27,714 above the budget.
 - o Short Visit and Other Toll Income is £9,173 above the budget.
 - o Investment income is £111,141 above the budget.
 - An underspend within Operations relating to:

- Construction and Maintenance Salaries is over the budget by £30,007 due to the annual inflationary pay rise agreed by the National Joint Council (NJC) being higher than originally budgeted.
- Equipment, Vehicles and Vessels is under the budget by £228,901 due to some of the expenditure from the earmarked reserves is not going ahead this year. This is due to receiving the Capital Grant from DEFRA.
- Water Management is under the budget by £27,283 due to a change to the dredging programme and the hydrographic survey coming in cheaper than expected.
- Practical Maintenance is under the budget by £100,882 due to works at Hoveton Riverside Park being transferred to the 2023/24 budget.
- Waterways and Recreation Strategy is under the budget by £22,862 due to delays on the Horsey Mere path funded by the Access for All Grant. As the grant has not been spent in full £15,566 will be transferred to the balance sheet.
- Ranger Services is under the budget by £41,850 as there is a delay in the vehicle replacement funded from the earmarked reserves and electrifying a launch engine. The vehicle replacement has been transferred to the 2023/24 budget.
- Safety is over the budget by £29,103 due to a pool vehicle replacement being brought forward and funded from the earmarked reserves.
- Premises is under the budget by £51,249 as the Dockyard solar panel project funded from the earmarked reserves is not going ahead this year. This has been transferred to the 2023/24 budget.
- Premises Head Office is over the budget by £22,385 due to the cost of the facilities management being higher than originally budgeted.
- An underspend within Strategic Services relating to:
 - Development Management is over the budget by £40,826 due to a decrease in planning application income and an overspend in salaries. The salaries variance is due to the inflationary pay rise agreed by the NJC being higher than originally budgeted.
 - Strategy and Projects is under the budget by £43,733 due to an underspend on arboricultural consultancy and an underspend on the Peat Project.
 - Human Resources is over the budget by £22,233 due to staff cover in the first quarter of 2022/23.

- Communications is under the budget by £19,661 due to expenditure on the EXPERIENCE project not being spent in full. This has been transferred to the 2023/24 budget.
- Visitor Services is under the budget by £39,508 due to savings on repairs and maintenance and the replacement of Reedham Quay hut being requested as a carry forward to the 2023/24 budget (see paragraph 8.2).
- Strategic Services Management and Administration is over the budget by £14,259 due to an overspend in salaries. The salaries variance is due to the inflationary pay rise agreed by the NJC being higher than originally budgeted.
- An overspend within Finance and Support Services relating to:
 - National Park Grant is over the budget £1,375,231 due to the capital expenditure for the Capital Grant, this is offset by the favourable variance under income.
 - Legal Services is over the budget by £76,377 due to increased costs over the Stage 3 complaint (£24,401) and increased support from the Monitoring Officer (£55,369).
 - Governance is under the budget by £19,087 due to a reduction in corporate subscriptions.
 - Asset Management is under the budget by £47,441 due to delays on expenditure from the earmarked reserves being transferred to 2023/24 budget.
 - ICT is under the budget by £12,956 due to savings on office expenses, mainly on stationery, printing and postage.
- An adverse variance within reserves relating to:
 - o Premises reserve is under the budget due to delays in Dockyard expenditure.
 - Property reserve is under the budget due to work at Hoveton Riverside Park being delayed until 2023/24 and the works at South Walsham slipway no longer being a priority for this financial year.
 - Plant, Vessels and Equipment is under the budget due to the delays in equipment and vehicle replacements and items being reprioritised following the DEFRA capital grant.
 - Upper Thurne is under the profiled budget as this work has been delayed into 2023/24.
 - UK Communications Team is over the profiled budget due to income being less than budgeted for and overspend on salaries due to the pay award.

- Match Funding is under the profiled budget due to expenditure on the EXPERIENCE project being lower than expected.
- 2.2. The charts at Appendix 1 provide a visual overview of actual income and expenditure compare with both the original budget and the LAB.

3. Latest available budget

3.1. The Authority's income and expenditure is monitored against the latest available budget (LAB) for 2022/23. The LAB is based on the original budget for the year, with adjustments for known and approved budget changes such as carry-forwards and budget virements. Full details of movements from the original budget are set out in Appendix 2.

Table 2Adjustments to consolidated LAB

Item	Authorisation reference	Amount £
Original budget 2022/23 – deficit	Broads Authority 28/01/22 Agenda item number 9	352,484
Approved budget carry-forwards	Broads Authority 13/05/22 Agenda item number 9	75,000
LAB as at 31 March 2023	n/a	427,484

4. Overview of forecast outturn 2022/23

4.1. Budget holders have been asked to comment on the expected income and expenditure at the end of the financial year in respect of all budget lines for which they are responsible. A summary of these adjustments are given in the table below:

Table 3 Adjustments to Forecast Outturn

Item	Amount £
Forecast outturn deficit per LAB	427,484
Adjustments previously reported	(40,097)
Increase to Electric Charging income	(10,250)
Decrease to Visitor Services maintenance expenditure	(5,000)
Forecast outturn deficit as at 31 March 2023	372,137

5. Reserves

5.1. As in previous years, the Authority's contributions to the reserves have all been made in full at the end of quarter one. This has resulted in some reserves showing increased

- balances at the end of March where expenditure has not taken place. It was anticipated that these would reduce as planned purchases took place throughout the year but some of this work will happen in 2023/24 instead due to other work taking priority.
- 5.2. Items funded from the Property Reserve include repairs to the Eel Sett and How Hill Nature Trail. The Plant, Vessels and Equipment reserve has the income from the disposal of vehicles and scrap metal, two new vehicles and the deposit for new Ranger vehicle. The Premises reserve has funded some of the architects work for the Yare House downsizing. The Heritage Lottery Fund, Catchment Project, CANAPE, UK Communications and Match Funding reserve contain the income and expenditure relating to those projects.

Table 4Consolidated earmarked reserves

Reserve name	Balance at 1 April 2022 £	In-year movements £	Current reserve balance £
Property	(880,274)	(36,280)	(916,554)
Plant, Vessels and Equipment	(485,138)	(137,130)	(622,268)
Premises	(293,951)	(74,568)	(368,519)
Planning Delivery Grant	(244,810)	(10,808)	(255,618)
Upper Thurne Enhancement	(187,031)	(21,932)	(208,963)
Heritage Lottery Fund	(7,619)	(159,737)	(167,356)
Catchment Partnership	(84,381)	1,596	(82,785)
CANAPE	(476,272)	22,804	(453,468)
Computer Software	(129,326)	(20,000)	(149,326)
UK Communications	(38,346)	33,629	(4,717)
Match Funding (EXPERIENCE)	(46,130)	29,038	(17,092)
Medium Term Planning	0	(465,513)	(465,513)
Total	(2,873,278)	(838,901)	(3,712,179)

5.3. £1,471,368 of the current reserve balance above relates to Navigation reserves.

6. Summary

6.1. The figures above will be the basis of the draft Statement of Accounts and includes the year-end adjustments for stock and accruals. However, the figures above are subject to any further adjustments for accruals being picked up as invoices come in and the

- transfer of interest to the earmarked reserves being completed. This means the earmarked reserve balances will increase.
- 6.2. The current deficit on the National Park side is £185,926 and £130,761 on Navigation, resulting in a consolidated deficit of £316,687 which has been balanced through the use of National Park (general) and Navigation reserves. At this point in time, subject to any further adjustments identified above, the National Park reserve is £654,745 and navigation is £634,880. A verbal update will be provided at the meeting on any further adjustments.

7. Statement of Accounts

- 7.1. The timetable for the preparation of the Authority's Statement of Accounts (SoA) is dictated by the requirements of The Accounts and Audit (Amendment) Regulations 2022. The regulations amended the 2015 regulations and provides the reporting deadlines for the audited SoA. For the financial years beginning 2022, 2023, 2024, 2025, 2026 and 2027 this date is set as 30 September. The 2022 regulations have not amended the deadline for the draft SoA, this has reverted to 31 May. Prior to Covid-19 the deadline for the audited accounts was 31 July. The amended regulations are designed to help external audit address some of the backlog relating to previous year outstanding audits at other Local Authorities. Based on this, this year's timetable is provisionally as follows:
 - Director of Finance to sign off the draft Statement of Accounts by 31 May 2023. The regulations allow for 30-day public inspection to include the first 10 days of June 2023.
 - External Audit (Ernst and Young) to plan the onsite audit after 1 November 2023, date to be confirmed.
 - Audit and Risk Committee to scrutinise the accounts on 21 November 2023 (subject to audit having been substantially completed), and to recommend them for approval to the Broads Authority, subject to any suggested amendments.
 - Broads Authority to consider and formally adopt the audited accounts at its meeting on 24 November 2023 (subject to audit having been substantially completed).

8. Carry Forward Requests

- 8.1. Budget holders who have not fully spent their individual budget allocations can request that any underspends are carried forward and added to their 2023/24 budget allocation. These requests are reviewed by Management Team prior to requesting member approval. Requests to Management Team must relate to either:
 - Projects already underway, that have been delayed by external events; or

- Ring-fenced income that has been provided by third parties and is earmarked for specific purposes.
- 8.2. Details of the 2022/23 carry forward request is set out in the table 5 below.

Table 5Carry forward requests

Budget Line	National Park £	Navigation £	Total £	Reason for carry forward request
Ranger Services	10,995.00	25,655.00	36,650.00	A new electric van was ordered in September 2022 but was delivered and returned in March due to a mistake by the dealership. Correct vehicle to be delivered early May 2023.
Earmarked reserves	-10,995.00	-25,655.00	-36,650.00	Transfer of earmarked funding from 22/23 for purchase of vehicle.
Visitor Services	17,812.08	6,926.92	24,739.00	New Hut for Reedham Quay. Delays in the flood risk assessment mean that planning permission was not granted until after new season had started.
Earmarked reserves	-17,812.08	-6,926.92	-24,739.00	Transfer of earmarked funding from 22/23 for replacement hut.
Total	0	0	0	

8.3. If members agree the carry forwards the 2023/24 Latest Available Budget (LAB) will be as shown in Table 6.

Table 6 2023/24 LAB

Directorate	National Park £	Navigation £	Consolidated £
Income	(3,476,578)	(4,329,110)	(7,805,688)
Operations	1,716,507	3,343,368	5,059,875
Strategic Services	1,340,185	407,033	1,747,218
Finance & Support Services	800,502	975,078	1,775,580
Projects, Corporate Items and Contributions from Earmarked Reserves	(417,714)	(343,049)	(760,763)
Net (Surplus) / Deficit	(37,098)	53,320	16,222
Opening reserves	(654,745)	(634,880)	(1,289,625)
(Surplus) / Deficit	(37,098)	53,320	16,222
Interest transferred to earmarked reserves	37,500	37,500	75,000
Contribution to National Park Reserve (General)	(50,000)	50,000	0
Closure of CANAPE reserve	(135,000)	(135,000)	(270,000)
Closing reserves	(839,343)	(629,060)	(1,468,403)
Reserves as a % of net expenditure	24.4%	14.4%	18.8%

Author: Emma Krelle

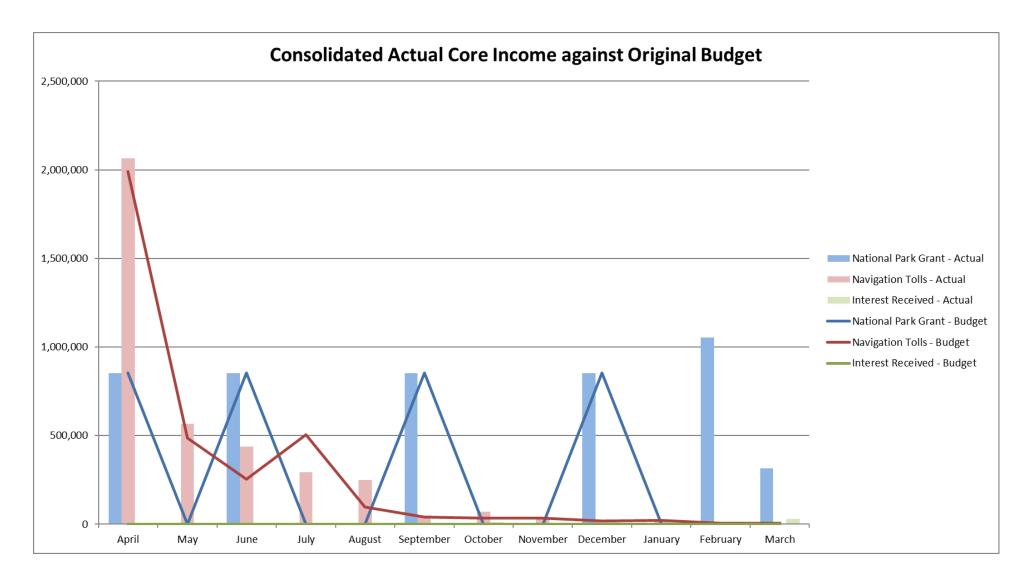
Date of report: 26 April 2023

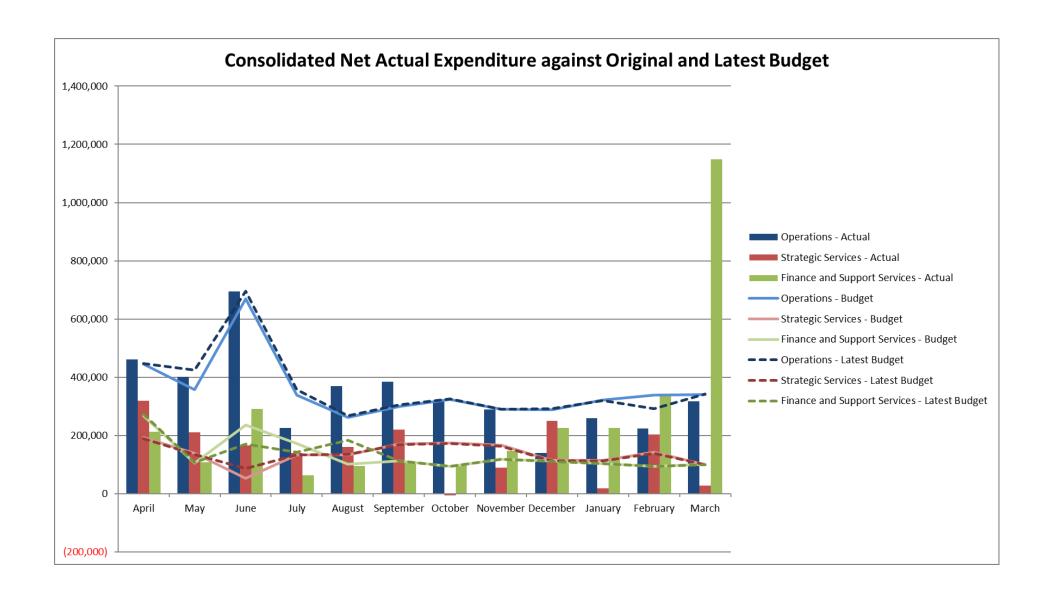
Broads Plan strategic objectives: All

Appendix 1 – Consolidated actual income and expenditure charts to 31 March 2023

Appendix 2 – Financial monitor: Consolidated income and expenditure 2022/23

Appendix 1 – Consolidated actual income and expenditure charts to 31 March 2023





Appendix 2 – Financial monitor: Consolidated income and expenditure 2022/23

Table 1
Income

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Income	(7,175,468)	0	(7,175,468)	(8,371,450)	1,195,982
National Park Grant	(3,414,078)	0	(3,414,078)	(4,469,078)	1,055,000
Hire Craft Tolls	(1,186,000)	0	(1,186,000)	(1,200,782)	14,782
Private Craft Tolls	(2,489,000)	0	(2,489,000)	(2,516,200)	27,200
Short Visit Tolls	(48,000)	0	(48,000)	(48,000)	0
Other Toll Income	(32,390)	0	(32,390)	(32,390)	0
Interest	(6,000)	0	(6,000)	(105,000)	99,000

Table 2Operations

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Total Operations	4,691,344	75,000	4,766,344	4,406,044	360,300
Construction and Maintenance Salaries	1,382,480	0	1,382,480	1,430,496	-48,016
Salaries	1,384,240	0	1,384,240	1,430,575	-46,335
Expenditure	(1,760)	0	(1,760)	(79)	-1,681
Equipment, Vehicles & Vessels	730,645	19,999	750,644	546,759	203,885
Income	(13,700)	0	(13,700)	(14,000)	300
Expenditure	744,345	19,999	764,344	560,759	203,585
Water Management	79,840	0	79,840	79,840	0
Expenditure	79,840	0	79,840	79,840	0
Land Management	(40,786)	0	(40,786)	(40,786)	0
Income	(97,606)	0	(97,606)	(97,606)	0
Expenditure	56,820	0	56,820	56,820	0
Practical Maintenance	640,195	55,001	695,196	562,741	132,455
Income	(11,000)	0	(11,000)	(16,675)	5,675
Expenditure	651,195	55,001	706,196	579,416	126,780
Waterways and Recreation Strategy	54,100	0	54,100	56,420	-2,320

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Income	0	0	0	(76,621)	76,621
Salaries	42,100	0	42,100	44,420	-2,320
Expenditure	12,000	0	12,000	88,621	-76,621
Ranger Services	1,067,690	0	1,067,690	1,020,734	46,956
Income	0	0	0	0	0
Salaries	866,570	0	866,570	878,827	-12,257
Expenditure	200,870	0	200,870	141,657	59,213
Pension Payments	250	0	250	250	0
Safety	122,430	0	122,430	149,330	-26,900
Income	(1,000)	0	(1,000)	(1,000)	0
Salaries	78,100	0	78,100	81,560	-3,460
Expenditure	45,330	0	45,330	68,770	-23,440
Premises	232,190	0	232,190	184,610	47,580
Income	(3,500)	0	(3,500)	(5,100)	1,600
Expenditure	235,690	0	235,690	189,710	45,980
Premises – Head Office	263,880	0	263,880	263,880	0
Income	0	0	0	0	0
Expenditure	263,880	0	263,880	263,880	0

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast outturn variance (Consolidated) £
Project Funding	12,100	0	12,100	4,600	7,500
Income	0	0	0	(7,500)	7,500
Expenditure	0	0	0	0	0
Pension Payments	12,100	0	12,100	12,100	0
Operations Management and Administration	146,580	0	146,580	147,420	-840
Salaries	138,080	0	138,080	138,920	-840
Expenditure	8,500	0	8,500	8,500	0

Table 3Strategic Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Strategic Services	1,691,702	0	1,691,702	1,754,978	-63,276
Development Management	364,240	0	364,240	404,000	-39,760
Income	(100,000)	0	(100,000)	(84,000)	-16,000
Salaries	408,840	0	408,840	422,600	-13,760
Expenditure	50,850	0	50,850	60,850	-10,000
Pension Payments	4,550	0	4,550	4,550	0
Strategy and Projects Salaries	212,500	0	212,500	222,960	-10,460
Income	(962,486)	0	(962,486)	(962,486)	0
Salaries	175,350	0	175,350	185,970	-10,620
Expenditure	999,636	0	999,636	999,476	160
Strategy and Projects	1,000	0	1,000	1,000	0
Expenditure	1,000	0	1,000	1,000	0
Biodiversity Strategy	11,900	0	11,900	11,900	0
Income	0	0	0	(5,103)	5,103
Expenditure	11,900	0	11,900	17,003	-5,103
Human Resources	150,610	0	150,610	172,150	-21,540

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Income	0	0	0	(370)	370
Salaries	91,960	0	91,960	113,870	-21,910
Expenditure	58,650	0	58,650	58,650	0
Volunteers	73,300	0	73,300	75,330	-2,030
Salaries	53,900	0	53,900	55,930	-2,030
Expenditure	19,400	0	19,400	19,400	0
Communications	428,704	0	428,704	427,920	784
Income	(115,272)	0	(115,272)	(89,480)	-25,792
Salaries	303,810	0	303,810	373,780	-69,970
Expenditure	240,166	0	240,166	143,620	96,546
Visitor Centres and Yacht Stations	339,370	0	339,370	321,450	17,920
Income	(200,600)	0	(200,600)	(200,600)	0
Salaries	396,620	0	396,620	383,700	12,920
Expenditure	143,350	0	143,350	138,350	5,000
Strategic Services Management and Administration	110,078	0	110,078	118,268	-8,190
Salaries	112,950	0	112,950	121,140	-8,190
Expenditure	(2,872)	0	(2,872)	(2,872)	0

Table 4Finance and Support Services

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Finance & Support Services	1,659,775	0	1,659,775	2,660,305	-1,000,530
National Park Grant	0	0	0	1,055,000	-1,055,000
Expenditure	0	0	0	1,055,000	-1,055,000
Legal	96,000	0	96,000	94,000	2,000
Income	(4,000)	0	(4,000)	(6,000)	2,000
Expenditure	100,000	0	100,000	100,000	0
Governance	249,960	0	249,960	230,650	19,310
Salaries	173,060	0	173,060	170,350	2,710
Expenditure	76,900	0	76,900	60,300	16,600
Chief Executive	125,240	0	125,240	123,940	1,300
Salaries	124,240	0	124,240	122,940	1,300
Expenditure	1,000	0	1,000	1,000	0
Asset Management	146,609	0	146,609	105,199	41,410
Income	(24,000)	0	(24,000)	(24,000)	0
Salaries	47,970	0	47,970	49,560	-1,590
Expenditure	122,639	0	122,639	79,639	43,000

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Finance and Insurance	452,746	0	452,746	468,666	-15,920
Salaries	234,620	0	234,620	237,540	-2,920
Expenditure	218,126	0	218,126	231,126	-13,000
Collection of Tolls	193,760	0	193,760	195,220	-1,460
Salaries	182,760	0	182,760	184,220	-1,460
Expenditure	11,000	0	11,000	11,000	0
ICT	395,460	0	395,460	387,630	7,830
Income	0	0	0	0	0
Salaries	202,560	0	202,560	206,280	-3,720
Expenditure	192,900	0	192,900	181,350	11,550

Table 5Projects and Corporate items

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Projects and Corporate Items	(5,387)	0	(5,387)	(3,687)	-1,700
Partnerships / HLF	(151,987)	0	(151,987)	(151,987)	0
Income	(681,924)	0	(681,924)	(887,420)	205,496
Salaries	104,180	0	104,180	183,140	-78,960
Expenditure	425,757	0	425,757	552,293	-126,536
Corporate Items	146,600	0	146,600	148,300	-1,700
Expenditure	19,600	0	19,600	21,300	-1,700
Pension Payments	127,000	0	127,000	127,000	0

Table 6Contributions from earmarked reserves

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Total Contributions from Earmarked Reserves	(509,482)	0	(509,482)	(74,053)	-435,429
Earmarked Reserves	(509,482)	0	(509,482)	(74,053)	-435,429

Row labels	Original budget (Consolidated) £	Budget adjustments (Consolidated) £	Latest available budget (Consolidated) £	Forecast outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Expenditure	(509,482)	0	(509,482)	(74,053)	-435,429

Table 7Net (Surplus) / Deficit

Row labels	Original Budget (Consolidated) £	Budget Adjustments (Consolidated) £	Latest Available Budget (Consolidated) £	Forecast Outturn (Consolidated) £	Forecast Outturn Variance (Consolidated) £
Grand Total	352,484	75,000	427,484	372,137	55,347